THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: **DODE70123940** DATE POSTED: 06/06/22

POSITION NO: 244881 CLOSING DATE: 07/01/2022 by 5pm

POSITION TITLE: **Social Worker (Temporary)**

DEPARTMENT NAME / WORKSITE: DODE / Navajo Head Start / Window Rock, AZ

WORK DAYS:	Monday - Friday	REGULAR FULL TIME:	☐			GRADE/STEP:	BT63A
WORK HOURS:	40 hrs. / week	PART TIME:	☐	NO. OF HRS./WK.:		$ 48,232.80	PER ANNUM
SENSITIVE	☑	SEASONAL:	☐	DURATION :		$ 23.10	PER HOUR
NON-SENSITIVE	☐	TEMPORARY:	☑				

DUTIES AND RESPONSIBILITIES:

The individual will review Social Emotional checklists to identify "at-risk" children and refer to the appropriate program for evaluation. Will work directly with families to gain access to appropriate resources for mental wellness during the COVID-19 pandemic. Will assist in connecting Navajo Head Start families to state and local resources or information or family resource centers for identified needs. Provide case management by coordinating care services throughout the duration of the family's involvement with the program. Make home visits to perform assessments to determine a family's specific needs. Assess needs such as alcohol and drug abuse, parenting skills or health concerns. Arranges and coordinates the identified services, which might include parenting skills classes or drug and alcohol treatment, and acts as the main point of contact for all other service providers. Provide outreach services such as; help identify unmet community needs through assessments or interviews with local schools or community services program workers. Assist in recruiting and enrolling children in the Head Start program. Prepares monthly statistical data. Use good verbal and written communication skills. Establish and maintain interpersonal relationships. Maintain client database system, uploading documents, inputting & updating information and completing tasks by deadline given in the electronic system. Participate in trainings and Performs other duties appropriate to the assignment.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A Bachelor's degree in Social Work, Human Services, Counseling, Psychology or a closely related field; and one (1) year of professional social work experience under professional supervision; or a Master's degree in Social Work is fully qualifying.

Special Requirements:

- Possess a Valid State Driver's License.
- A favorable background investigation.

Food Handlers Permit/First Aid/Cardiopulmonary Resuscitation (CPR)/Automated External Defibrillator (AED) with in 90 days of date of hire.

(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)

Special Knowledge, Skills and Abilities:

Knowledge of the theories, principles, practices, and techniques of the social work fields. Knowledge of the Tribal codes, court systems and their applications. Knowledge of counseling and interviewing techniques. Knowledge of Navajo traditional customs. Knowledge of applicable federal, state, and local law, rules, regulations, policies and procedures. Skill in communicating effectively both orally and in writing. Skill in the use of both the Navajo and English Language, (Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment). Skill in applying professional knowledge, techniques and judgement in the work situation. Skill in interacting with clients from various cultural, economic and spiritual backgrounds. Skill in analyzing data and drawing valid conclusions.

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.